

**STATE OF WISCONSIN  
STATE ACCOUNTING MANUAL**

<b>SECTION:</b>	VII Project Accounting	<b>EFFECTIVE DATE:</b>	November 22, 1999
<b>SUB-SECTION:</b>	4 - Modify Existing Capital Project	<b>REVISION DATE:</b>	November 11, 1999
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**MODIFY EXISTING CAPITAL PROJECT**

State capital project budgets will be modified in WiSMART using a Project Master (PJ) transaction. Final approval of all PJ transactions will be by the Department of Administration (DOA), State Controller's Office (SCO). The PJ transaction will update the information in the following tables:

AGPR	Agency Project Table
ENPR	Entity Wide Project Table
PRBL	Project Budget Line Table
PFYT	Project Fiscal Year Table

1. (Agency) Project modification requests are presented to the State Building Commission for approval. Small project modification requests are sent to the State Division of Facilities Development (DFD) project manager.
2. (DFD) DFD project managers receive project modification requests from agencies for existing projects. Managers request budget modifications. Building Commission minutes are reviewed for changes to project budgets.
3. (DFD) DFD submits work order change request and/or modified budget letter to SCO. The work order change request indicates the project budget lines and funding sources to be modified.
4. (SCO) SCO receives work order change request/modified budget letter. The appropriation units and sub-project codes are determined from the change request/modified budget letter with help from the DFD budget analyst when necessary.
5. (SCO) PJ transaction is prepared to make the necessary budget adjustments.

<b>ACTION</b>	<b>M (Required)</b>
<b>PJ DATE</b>	Current date in MMDDYY format. (Required)
<b>AGENCY</b>	State agency for project. (Required)
<b>PROJ</b>	DFD project number. (Required)
<b>PROJECT STATUS</b>	Optional.
<b>PROJ MANAGER</b>	Optional.
<b>START DATE</b>	Optional.
<b>END DATE</b>	Optional.
<b>PROJ FISC YEAR</b>	Optional.
<b>DESCRIPTION</b>	Optional. <i>Note, if a description is entered on a modification PJ, the description of the corresponding Entity Wide Number (ENPR Table) will be changed.</i>
<b>PROJ FY START</b>	Optional.

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ENTITY-WIDE PROJ NO.	Optional.
REVENUE BUDGET IND.	Not applicable and should be left blank.
FHWA APPR CODE	Not applicable and should be left blank.
FED ROUTE/SEC	Not applicable and should be left blank.
FHWA PROJECT P/G/N IND	Not applicable and should be left blank.
BOND FUNDED AMT	Optional.
FED AMT	Optional.
GOVT AMT	Optional.
OTHER AMT	Optional.
I/D	Optional.
PCT	Optional, unless amounts are entered above.
TOTAL PROJ BUD AMT	Optional, unless amounts are entered above.

The PJ Document Detail Lines are completed:

SUBPROJ	Optional, unless modifying or adding a budget line.
PHASE	Optional, unless modifying or adding a budget line).
STATUS	Optional.
P/NP	Optional.
FUNDS EDIT	Optional.
CE PHASE PCT	Leave blank.
AUTH DATE	Optional.
AGRMT DATE	Leave this field blank.
BUDGET AMT	Optional.
I/D	Optional.
APPR UNIT	Optional.
JOB NUMBER	Leave this field blank.
DESCRIPTION	Optional.

Transaction is quick edited and processed by Capital Accounting.

6. (SCO) Transactions are approved by SCO and submitted for off-line processing. Copies of the PJ transaction are sent to DFD and the owner agency.
7. (Agency) Copy of PJ transaction is received from SCO.